

## **The IFOAM EU Group is looking for Project Coordinator**

**Starting as soon as possible (latest May 2010)**

To apply for this position you are requested to fill in our standard application form and send it back to: [info@ifoam-eu.org](mailto:info@ifoam-eu.org)

*The application deadline is **April 15, 2010.***

### **JOB SPECIFICATION**

**JOB TITLE:** Project Coordinator

**RESPONSIBLE TO:** IFOAM EU Group Director

#### **JOB PURPOSE**

To assist in the IFOAM EU fundraising strategy, to ensure that new project grants will be approved and to coordinate and to implement its different project engagements.

#### **KEY TASKS**

##### **1. Coordinating new projects and funds**

- 1.1 Produce and write successful project applications.
- 1.2 Develop contacts with potential project partners and present project ideas to potential funding organisations/institutions.
- 1.3 Coordinate the involvement of the IFOAM EU Group in potential project consortia.
- 1.4 Analyse different funding schemes suitable to finance the IFOAM EU Group activities in line with the IFOAM EU Group priorities and strategy.
- 1.5 Assess impacts of the project conditions with regards to financial and organizational aspects.
- 1.6 Assist the Director in the overall fundraising strategy of IFOAM EU Group.
- 1.7 Draft project notes and develop new project ideas according to the IFOAM EU Group priorities.
- 1.8 Produce reports, minutes of project meetings as appropriate.

##### **2. Coordinating of running projects**

- 2.1 Monitor and produce overviews of all running projects including time period, budgets, report deadline, etc.
- 2.2 Ensure that the IFOAM EU Group performs professionally within running projects and fulfils sufficiently all project requirements.

- 2.3 Ensure the follow up of the implementation of projects and appropriate evaluation of the projects and suggest improvements.
- 2.4 Ensure that contractual obligations of projects are fulfilled and understood.
- 2.5 Assist in drawing up and then implement a project business plan and produce project reports as required.
- 2.6 Ensure efficient administration of running projects, including all necessary documentation, records and accounts.
- 2.7 Ensure funding organisations/institutions are kept informed and satisfied.

## **PERSON SPECIFICATION**

**JOB TITLE:** Project Coordinator

### ***Education & Qualifications***

- Educated to higher level education or equivalent

### ***Experience - Essential***

- Experience in writing project applications and in participation in multi - partner projects
- Knowledge about the organic food and farming sector or in an NGO on EU level in the area of food/agriculture/environment
- At least 1 year work experience in organisation and coordination
- Fluent in English
- Experience in a variety of IT applications including Word, Excel, PowerPoint and databases

### ***Experience - Desirable***

- Experience in other non-governmental organisation
- Experience in fundraising
- Contacts and overview of foundations
- Other languages

### ***Skills***

- Good organisational/coordinating skills
- Precision, thoroughness and attention to detail
- Good verbal and written communication skills in English
- Preferable good verbal and written communication skills in French
- Good minute writing skills
- Touch typing

### ***Personal Attributes***

- Empathy with the aims and objectives of the IFOAM EU Group
- Able to work on own initiative and as part of a team

- Able to work under pressure and to deadlines
- Ability to communicate with pan – European partners
- Stress resistant
- Meticulous, with good attention to detail
- Flexible to adapt to special working
- Enthusiastic and cheerful manner
- Good sense of humour

### **CONDITIONS OF EMPLOYMENT**

- Full time (38 hours/week) or part time position (minimum 24h/week), ideally based at the IFOAM EU office in Brussels but flexibility in location is possible.
- Gross salary according to average salaries of Brussels based NGOs, subject to qualifications and experience, plus meal vouchers/representation allowance (150€/month) and potential other contributions.
- Employment period: 1 year, then prolongation envisaged. Start as soon as possible (May 2010).